

If an instructor is unable to teach and a substitute is not available you will be notified and given a date for a make-up class or a credit to your account for that class.

Withdrawal

We require a 30 written withdrawal notice and you will need to fill out a Withdrawal Form Tuition and registration fees are not refundable. If you withdraw after registration but before the dance season begins in August you will be refunded your prepaid tuition for August but your registration fee in non-refundable.

Food And Drink

Dancers and family members are not allowed to eat or drink inside the dance rooms. Food must be eaten in the student lounge area and it is the responsibility of the student to keep this area clean. Water is permitted in the classrooms. Dancers are not allowed to chew gum in class.

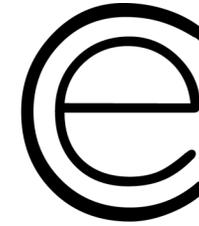
Conduct

If a dancer or parent conducts themselves in a manner that is obscene, offensive, violent, aggressive, demeaning or disrespectful we reserve the right to refuse service.

Makeup Classes

If your dancer must miss class please know that we do not offer makeup classes, except in the advanced Ballet program. Each class is different, that means a child can't attend another class to "catch-up". Also, it can be distracting to the class to have a new student one week and then have her gone the next. We strive to keep consistency in the classes so the best thing for your dancer is to have good attendance in class.

PARENT HANDBOOK



east county
performing arts center

East County Performing Arts Center

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Visit our website regularly for updated studio information!

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Required Clothes and Shoes

Please refer to the Dress Code sheet and Ballet Guidebook for more dress code information.

We have a new online store for your dancewear needs. You can pull up your dancer's class and see a list of dancewear and shoes that all fit within the class dress code.

www.curtaincallforclass.com, type in our studio name and enter the pass code **EastCountyPAC1** to access our storefront.

Below is the dress code for each type of class so you can also go on your own to make purchases.

We also have ECPAC logo wear for girls and boys as well as other dance wear items in our store Gabby's Closet. If we do not have something you need we can order it for you!

Please Note: There is no jeans or denim allowed in any class. Because we have high quality dance floors street shoes cannot be worn inside the classroom. Please have your dancer change their shoes in the lobby, do not let them wear their dance shoes outside.

Parent Viewing

We welcome parents to view most classes. All viewing must be done from the parent viewing room or from the windows outside the studio. Parents will NOT be allowed in the studio during classes. The reason for parents not viewing in the dance room is because it can be a distraction to the dancers and it is important for the instructor to be viewed as the main authority figure. If a parent is present the main authority figure is still the parent.

Pick Up And Drop Off

Please do not drop your child off more than 10 minutes early or pick up more than 5 minutes late unless arrangements have been made in advance with the teacher or office manager. If your child is enrolled in the last class of the day and is consistently picked up late ECPAC may charge you for time spent after hours. Dancers must stay at the dance studio under adult supervision while waiting for parents. For safety reasons dancers are not allowed to wait for pick up anywhere but inside the studio. To keep shoes and our dance floor in good condition, dancers should not wear dance shoes outside the studio and for their safety dancers should always cover-up when leaving or arriving at the studio.

Recital

The studio will hold a winter and summer recital. All details for performances will be available at a later date. Performances are NOT mandatory for those who do not wish to be on stage. Dance is not only a great form of exercise but it is

also a performance art. There will be required costumes for performances. Costume prices are \$45 for winter recital \$70-\$85 for June recital. There may be additional costs for extended sizes.

Bathroom Policy

Parents of little ones, we ask that either you or a designated adult of your choice be responsible for all your child's restroom needs. Instructors will not be able to leave the classroom and we believe this will maintain parents, instructors, and children's comfort levels. The best choice is to have your child use the restroom before class.

Leaving The Premise

It is not the responsibility of the teachers or staff of ECPAC to monitor dancers between classes. If your dancer leaves the studio to get food, drink or any reason, that dancer's safety is not the responsibility of the studio, its employees or contractors. We do not want dancers leaving to studio without adult supervision, we ask that you please tell your children not to leave the studio under any circumstances. If you choose to allow your child to leave the studio you are accepting all responsibility for any occurrences.

Tuition

We operate on an advanced tuition payment plan. First month tuition is due at the time of registration. Future tuition payments are due by the 15th of the month. For example April tuition is due March 15th and May tuition is due April 15th. ECPAC only operates on an auto-pay system. Monthly Auto-Pay, means your monthly tuition payments are automatically deducted from your credit or debit card. There is a \$5.00 fee for returned auto-payments. Monthly tuition payments are required to keep your account in good standing and to reserve your student's spot in class. ECPAC cannot extend any credits or allow any account to go 30 days past due. We reserve the right to send past due accounts to collections.

A \$30.00 registration fee for returning families and a \$35.00 registration fee for new families is due at the time of registration. Registration fees are not refundable.

There will be no refunds for missed classes, we do not offer make-up classes. Full tuition is due every month whether the student has attended all classes or not. We will prorate tuition for vacations only when we receive written notice at least two (2) weeks prior to absence. If students do not attend one (1) month without putting their account on hold and paying tuition for said month; the student's spot in class may be filled by a student on a waiting list. Tuition will NOT be prorated for holidays and studio closures. Tuition and registration fees are non-refundable. If you pay for classes that you do not attend or drop a class your tuition and registration fees will not be refunded for any reason. We do accept full year payments, without a discount. If you should choose to withdraw tuition is not refunded.